



TOWN OF GANDER

Executive Administrative Assistant Supervisor

Competition # TOG2025-007

The Town of Gander is currently accepting applications for a full-time Executive Administrative Assistant Supervisor for the Office of the Chief Administrative Officer.

POSITION IDENTIFICATION

Reporting to the Chief Administrative Officer (CAO), this position provides a broad range of administrative support to the CAO, Mayor, Council, and key strategic programs and portfolios. This role serves as a vital liaison among the CAO, Council, staff, and external stakeholders, coordinating ceremonial functions, governance activities, scheduling, and day-to-day logistics, including meeting preparation and hospitality arrangements. The role requires both strategic insight and hands-on support, with exceptional discretion, organizational ability, and communication skills. The incumbent will routinely handle sensitive and confidential information.

In addition to executive support functions, the Executive Administrative Assistant Supervisor serves as the Supervisor of Administrative Assistants, providing leadership, coordination, and performance oversight for the Town's corporate administrative support team. This includes ensuring consistent service standards, workflow management, training, and capacity-building among administrative support roles across departments.

MAJOR DUTIES & RESPONSIBILITIES:

Manage the calendars of the CAO and Mayor, coordinating meetings, events, travel, and conferences; Screen and prioritize correspondence, draft and route communications, and prepare and enter agenda items into the eSCRIBE system; Compile supplementary documentation for meetings and ensure timely tracking and follow-up on Council decisions and CAO-assigned action items; Coordinate logistics for Council travel, ceremonial functions, and formal events, including itineraries and accommodations; Draft and manage proclamations, certificates, congratulatory messages, and maintain ceremonial records. **Supervisory Functions** include providing day-to-day supervision, workflow coordination, and task delegation for the Administrative Assistant team supporting senior management, Council, and key departments; Standardizing administrative processes, templates, and records management practices to ensure consistency and efficiency across departments; Conducting regular check-ins and performance assessments, identify training needs, and support professional development for administrative staff; Serves as a first point of contact for administrative staff escalation, ensuring equitable workload distribution and effective communication between departments and administrative resources; Participating in workforce planning and provide input on staffing needs and improvements to administrative systems and service delivery. **Strategic & Internal Coordination** include supporting the CAO in preparing internal agendas for the management and supervisory team and facilitate follow-up on organizational priorities; Liaising with the senior management team to align meeting agendas with organizational and legislative timelines; Overseeing hospitality arrangements and logistical details for internal and external engagements, ensuring alignment with protocols and standards; Maintaining confidentiality and exercise sound judgment in handling sensitive information at all times.

WORKING CONDITIONS

Primarily office-based with frequent use of digital systems and platforms; Some evening work may be required to support Council meetings or official functions; Occasional local travel for events or logistics support.

EDUCATION & TRAINING

Diploma in Office Administration, Business Administration, or related field from a recognized institution; Minimum three (3) years of experience in an executive-level administrative role, preferably in a public or municipal environment.

OTHER

Proficiency in Microsoft Office 365; Must have valid Class 5 Newfoundland and Labrador driver's license; Must have a valid Canadian Passport, as national and international travel is required; Clear certificates of conduct including an RCMP Criminal Record Check and a Provincial Court Check, are conditions of employment.

SALARY: to be determined (non-unionized position, 35 hours/week)

Interested and qualified applicants are invited to submit their **cover letter and resume** on or before
Sunday, July 20, 2025, to the attention of:

Human Resources

Town of Gander
100 Elizabeth Drive
Gander, NL, A1V 1G7

Email: humanresources@gandercanada.com

Please note: The Town of Gander appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.